

# Emilio Mota

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*emiliosangiorgi@gmail.com*

A skilled and versatile translator with expertise in English - Portuguese (Brazil) language pair and starting to work with Spanish (Latam) – Portuguese (Brazil). with a background in Arts and culture, marketing, business (e-commerce), legal content and a wide range of subjects, I can bring a wealth of knowledge and understanding to translations (or localizations) and deliver accurate and culturally appropriate translations that cater to the specific needs of clients. I have a diverse skill set and CAT tools experience that makes me an excellent choice for translation projects.

## EDUCATION

### **Portuguese and English Languages Degree (Licentiate)**

Nov 2022 – Nov 2026 (expected)

*Universidade Santa Cecília (UNISANTA)*

### **Business Administration (B.A.)**

Jan 2019 - Dec 2023

*Faculdade de Tecnologia do Estado de São Paulo (FATEC)*

## WORKING EXPERIENCE

### **Executive Secretariate**

Mar 2020 - now

*Conselho de Cultura de São Sebastião, São Sebastião*

A wide variety of tasks aimed at managing the records and administrative functions of the council.

- Preparing agendas in touch with the presidency, providing minutes to all councilors, stakeholders and general public, attending and mediating meetings.
- Assisting in communication of the boards and in the board member decisions and, in conjunction with the executive and nominating committees.
- Preparing elections in consonance with our bylaws

### **Administrative Assistant**

Apr 2019 - now

*Fundação Educacional e Cultural de São Sebastião (FUNDASS), São Sebastião*

- internship on business administration on a local theater, part of FUNDASS administration.
- making tickets, publicity folders, printing and virtual content.
- administrative agent at the legal department of Fundass, dealing with public acquisition, contracts, competitive selections, invitations and others legal devices.
- now working as a public policies agent on Arts & Culture development and on fund sourcing.

### **English Instructor**

Jan 2019 - Apr 2019

*Centro de Aprendizagem Profissionalizante (private professional school)*

Planning classes, managing, understanding students development, applying reading, listening, writing and speaking tests. Mostly for children.

## SKILLS

**Expert in:** Portuguese, English, Translation, Transcription, OmegaT, CAT tools, Office 365 and designing softwares.

## **VOLUNTEERING**

### **English Tutor**

Jan 2019 - Jan 2020

*FATEC São Sebastião*

Volunteered in a university program to help students on their English language subjects..

### **Digital Inclusion Tutor**

Jan 2019 - Jan 2020

*City Hall (Projeto Asas)*

I helped elderly and limitation imposed on people to get back or to get in the employment market by teaching them some of the mostly wanted computer skills and making them meet some playful activities, so they can feel confident about themselves and comfortable to learn more technical abilities.

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<https://www.linkedin.com/in/emiliosangiorgi/>

<https://www.proz.com/profile/3735374>